

DTR.
HNVDTR Staff Meeting
24 August 1972
1000-1110

STATINTL



at 10:45.)

Mr. Cunningham

STATINTL

Will be on leave through Tuesday of next week.




Thursday, 31 August in the Senior Seminar area.

STATINTL

Honor and Merit Awards

New interest in the Agency. DCI discussed the subject with his Deputies. Mr. Cunningham wants his staff to consider those of their people who should be put in for awards; there may be more information on reasonable norms for recommendations. Wants some thought given to plaques. For example, in the conference room.

ACTION-

Thought should be given to anecdotes or information known about the person being given an award. (DTR asked  to discuss OTR's two proposals with Mr. Coffey since he would be seeing Mr. Coffey this (Thursday) afternoon.)

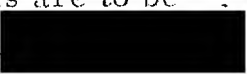
STATINTL

25th Anniversary

18 September in the Auditorium. All charter members will be invited (about 290). New CT classes and new career staff people will attend.

Black Book for Mr. Colby

Will be out of town this week and next. Significant items are to be prepared for the Black Book.

ACTION-

STATINTL

Board of Visitors

Took draft of proposal to  text to be converted to an instruction from Mr. Colby to the Deputies.

STATINTL

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11 September Deputies Meeting

Subjects of concern to OTR may be discussed: leadership training, external training (senior schools), and language development.

STATINTL

Basic Operations Course

Committee of four appointed to look into the alternatives to BOC,

[REDACTED] The problem of requirements versus OTR's capabilities to be considered; possibility of another form of instruction for CTs who need some CS orientation but not to the extent of the BOC, particularly if they are not going overseas in the immediate days ahead.

STATINTL

[REDACTED]
No DDP meeting.

Accompanied General Walters to the opening of the Midcareer Course (Wednesday, 23 August). The General is obviously going to make an interesting contribution; appears to be personally pleased with being asked. He doesn't particularly like the name of the course and apparently has the backing of the Director.

STATINTL

[REDACTED] has returned from the field; negotiating plans for him to work with [REDACTED]

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[REDACTED] relatively quiet. Sludge disposal activity now completed; deadline met, "rehabilitation" underway.

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[REDACTED] Described his meeting with [REDACTED] (Plans Staff P&C/OP) and commented on the proposal for Agency components to complete individual plans for GS-13s and above by January 1973. Two problems (1) the real need to engage in systematic identification of employees with executive potential and (2) the problem of people who are post-midcareer who may or may not have had supervisory training (the Grid and Management, etc).

STATINTL

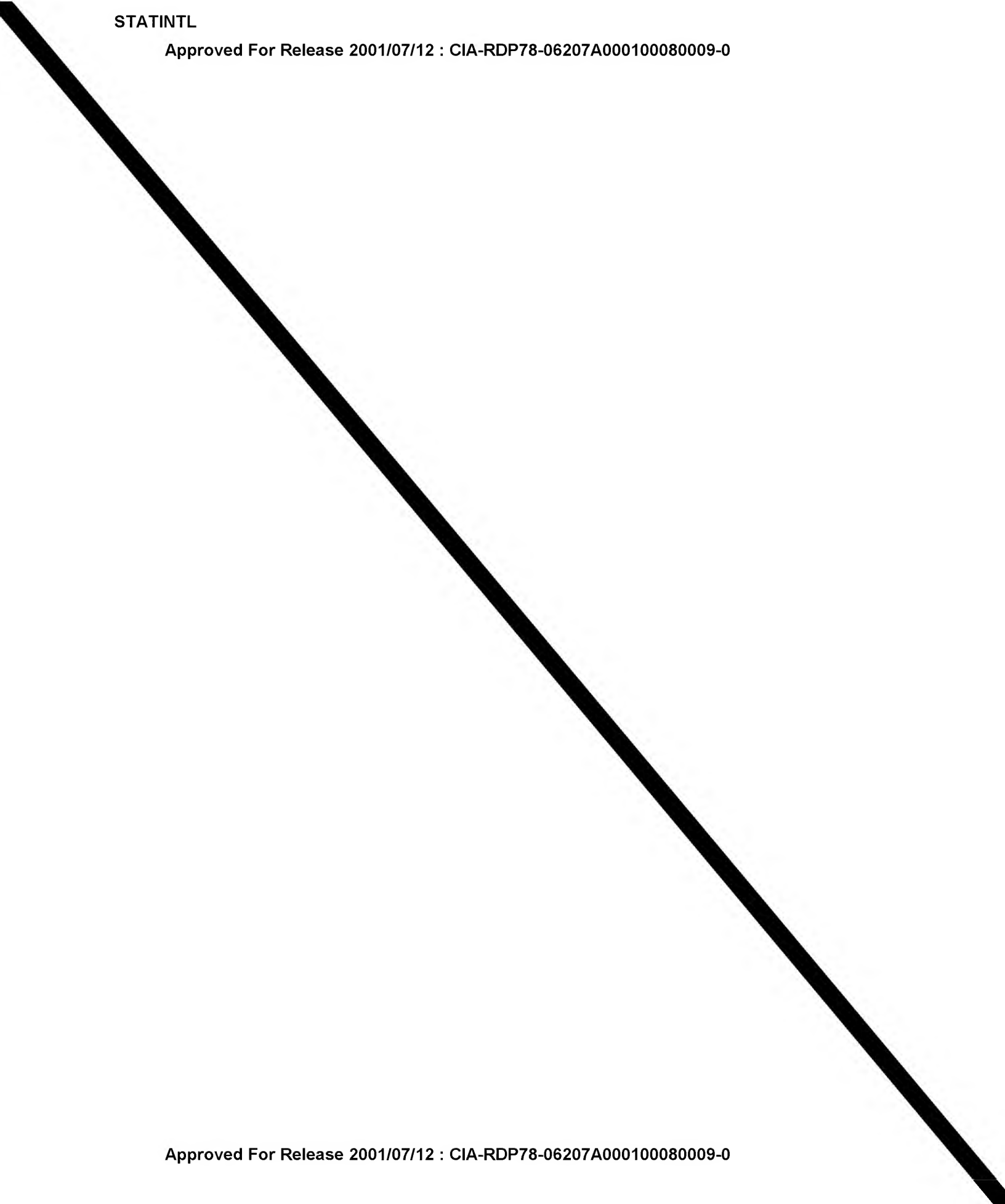
STATINTL

[REDACTED] OS is being hit with the spate of courses on drugs. FE wants introductory tradecraft covered in a course for about [REDACTED] FE plans to send memo to DTR who wants as much done for [REDACTED] as possible.

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[REDACTED] in board. To conduct Records Information Workshop; first of nine to start 26 September; each to be one day. Discussion still going on with Commo concerning the supervision course for Commo personnel.

Senior Secretaries Course: Paper to be prepared for DDTR and DTR of [REDACTED] interviews.

STATINTL

EA/P/3185

MINUTES
DD/S STAFF MEETING
22 August 1972

25X1A



2. Honor and Merit Awards--Quality and Content of Submissions -- Mr. Coffey

a. The Director, at the Morning Meeting of 17 August 1972, discussed the inadequacy of background material provided senior officers reading award presentations. He said that it appeared to him that relatively junior officers who have no direct contact with the award recipients are being given the responsibility of researching files, and their superiors merely pass along this information without comment. Mr. Coffey requested that each Office Head be responsible for personally reviewing this type of information.

b. Mr. Coffey stated that we must be especially helpful to General Walters, who does not know many of the people. By way of example, Mr. Coffey cited the following quotation as indicative of the anecdotal generality with which the Director is dissatisfied--"This individual is expected in retirement to do well with his investments."

c. The question arose as to whether "local color" material is supposed to accompany the recommendation for award. Mr. Coffey said that it is preferred that anecdotal material accompany the case.

3. 18 September Ceremony -- Mr. Coffey

The 25th birthday celebration is beginning to take shape for 18 September. The format will be different than that of previous ceremonies. There will be no personally presented awards to employees in the auditorium. All recipients of 25 year longevity awards will be recognized as a group. Similarly, groups of 10, 15 and 20 year longevity award recipients will be identified and asked to rise. The new CTF class and new career staff people will also be recognized.

25X1A

4. Black Book for Mr. Colby -- Mr. Coffey

Since Mr. Colby will be absent this week and next, Mr. Coffey requested that the Office Heads submit their contributions of significant events to [REDACTED] by close of business Thursday, 31 August.

-2-

5. Federal Women's Award -- Mr. Coffey

25X1A Mr. Coffey suggested that the Office Heads seriously consider all women within their offices who should be recommended by the Agency for nomination.

25X1A 6. Announcement [REDACTED] - Mr. Coffey

25X1A

25X1A [REDACTED] director of the new unit in the Justice Department dealing with the coordination of intelligence on narcotics, has been making various contacts in the Agency. The Director has appointed [REDACTED] as the focal point of contact with [REDACTED] in the Agency.

25X1A 7. Office of Communications Retirement Letter -- Mr. Coffey

25X1A

[REDACTED] has issued a letter to prospective retirees in which their recommendations for improving productivity and cost effectiveness are solicited.

25X1A 8. Mr. Coffey said that the Ervin bill continues to be a headache. [REDACTED] has been downplaying it for some time, but last week sounded a "note of alarm." The bill has been moved to the Judiciary Committee vice the Post Office and Civil Service Committee. The Judiciary Committee seems relatively disinterested in CIA's interest in the bill. [REDACTED] believes that the Administration must act if the bill is to be blocked. It is still a live issue.

9. Mr. Coffey stated that a recent 3rd Circuit Court of Appeals action has given new life to the appeal by a man named William B. Richardson (of Pennsylvania) who has been trying for some years to have the courts declare public the nature of CIA funds. The 3rd Circuit Court sustained Richardson's contention that he has standing before the court (Richardson is required to show a direct and immediate impact on him personally), and overruled the District Court's decision. The Agency has requested that the Department of Justice petition the Supreme Court on this point.

10. Around the Table

a. Dr. Tietjen stated that the Office of Medical Services is gearing up for the annual flu vaccine program. A notice will be coming out soon. The first session is scheduled for 18 September and the second for 6 November. The vaccine has been reconstituted, and it is said to have increased potency. Only one shot for those who have had it before. OMS has completed a study on [REDACTED] Mr. Coffey suggested a copy be sent to General Walters. [REDACTED] is back from a trip around South America. A new physician has joined OMS [REDACTED]

25X1A

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25X1A

b. Mr. Blake said that [REDACTED] wife passed away Friday evening. Burial was Monday.

c. The Office of Logistics has entered on duty its first co-op student, a junior in electrical engineering from the University of Akron.

cc: Each attendee